

Subject: ECDL

Year Group: Year 10 & Year 11

Term One

Students will study the use of **Spreadsheet Software**. This module sets out essential concepts and skills relating to understanding spreadsheets and demonstrating an ability to use a spreadsheet to produce accurate work outputs. It aims to provide students with the ability to use a software application designed to record data in rows and columns, perform calculations with numerical data and present information using charts and graphs.

This module provides the skills and knowledge required by an IT user to select and use a wide range of intermediate spreadsheet software tools and techniques to produce, present and check spreadsheets that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.

This module will be formally assessed with a **practical examination** which forms 25% of the overall qualification grade.

Term Two

Students will study the use of **Presentation Software**. This module sets out essential concepts and skills relating to demonstrating competence in using presentation software. It aims to provide learners with the ability to use software applications to produce effective presentations, which include a combination of media (e.g. images, animation and sound) for education, entertainment or information sharing.

This module provides the skills and knowledge required by an IT user to select and use a wide range of intermediate presentation software tools and techniques effectively to produce presentations that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.

This module will be formally assessed with a **practical examination** which forms 25% of the overall qualification grade.

Term Three

Students will study the use of **Word Processing**. This module sets out essential concepts and skills relating to the ability to use a word processing application to create everyday documents. It aims to provide learners with the ability to use a software application designed for the creation, editing and production of largely text-based documents.

This module provides the skills and knowledge required by an IT user to select and use a range of intermediate word processing software tools and techniques to produce documents that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.

This module will be formally assessed with a **practical examination** which forms 25% of the overall qualification grade.

The Improving Productivity using IT unit focuses on developing the ability to plan, evaluate and improve procedures involving the use of IT tools and systems in order to improve the productivity and efficiency of work activities. This unit is about the skills and knowledge needed by the IT user to plan and review their use of predefined or commonly used IT tools for activities that are at times non-routine or unfamiliar. As a result of reviewing their work, they will be able to identify and use automated methods or alternative ways of working to improve productivity

This module will be formally assessed with a **theory examination** which forms 25% of the overall qualification grade.

